



Parks and Recreation
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COCONINO COUNTY PARKS & RECREATION SPECIAL EVENTS – LEASED FACILITY RULES, POLICIES and PROCEDURES

All Coconino County Parks & Recreation All-Park Rules and Policies apply.

EVENT DEFINITION

A special event is any public or private gathering involving the use of Coconino County Parks and Recreation owned properties, and may include any combination of the following activities: entertainment, dancing, music, drama, sports/athletics, craft/vendor booths, displays, amusement rides and activities, parades, the sale or free distribution of merchandise and/or alcohol. In addition, special event rules and policies apply when attendance is expected to exceed 250 people at any Ramada or 50 people at the Fort Tuthill County Park and Cataract Lake County Park Campgrounds.

EVENT LEVEL DEFINITIONS

Level 1: An event will be defined at Level 1 if the majority of these conditions are anticipated.

- Event will occur over a single- or multiple-day period.
- Event will bring in 2,000 or more people.
- Admission or entry fees will be charged.
- Food will be sold to the public.
- Merchandise will be sold.
- There will be live entertainment.
- Extensive use of CCPR staff, equipment and facilities are required.
- Event requires electricity and other utilities.
- Alcohol will be sold or distributed to the public.

Level 2: An event will be defined at Level 2 if the majority of these conditions are anticipated.

- Event will occur over a single- or multiple-day period.
- Event will bring in 500 to 2,000 people.
- Admission or entry fees may or may not be charged.
- Food will be sold to the public.
- Alcohol will not be sold or distributed to the public.
- Merchandise will be sold.
- There will be live entertainment.
- Moderate use of CCPR staff, equipment and facilities are required.
- Event requires electricity and other utilities.

Level 3: An event will be defined at Level 3 if the majority of these conditions are anticipated.

- Event will occur on a single day.
- Event will bring in fewer than 500 people.
- No admission charged or entry fees.
- No food will be sold to the public.
- Alcohol will not be sold or distributed to the public.
- May or may not involve live entertainment.
- Minimal use of CCPR staff and equipment and facilities is required.
- Event may or may not require electricity and other utilities.

CATEGORIES OF RENTERS AND APPLICABLE FACILITY RENTAL FEES & SECURITY DEPOSITS

All CCPR facility rental applicants will be categorized into one of the following groups and assessed variable deposits and fees:

1. Probationary Status Lessees

Definition

- Lessees or events who have never applied for an event with CCPR.
- Lessee or events whose event has lapsed from occurring at a CCPR-owned facility for one year or more.
- Lessee or events whose deposits were not returned the previous year due to facility damage.
- Lessee or events whose deposits were not returned the previous year due to late payments.
- Lessee or events whose deposits were not returned the previous year due to contract violations.
- If the event is conducted as agreed to in the facility use contract, deposits will be returned, and the event or lessee will be moved to "Good Standing" for their next event.
- Lessees in this standing will be assessed a refundable security deposit at 150% the standard amount.

2. Poor Standing Status Lessees

Definition

- Lessees or events whose deposits were not returned for two consecutive events during one season (May through October) or two consecutive years.
- Lessees or events whose deposits were not returned for two consecutive events during one season (May through October) or two consecutive years due to facility damages.
- Lessees or events whose deposits were not returned for two consecutive events during one season (May through October) or two consecutive years due to late payments.
- Lessees or events whose deposits were not returned for two consecutive events during one season (May through October) or two consecutive years due to contract violations.
- If the event is conducted as agreed to in the facility use contract, deposits will be refunded and the event or lessee may be moved to "Probationary" standing for the next event.

- Lessees in this standing will be assessed a refundable security deposit at 200% the standard amount.
- **Note:** Requests for facility use by events or lessees who rank in this category may be refused.

3. *Good Standing Status Lessee*

Definition

- Lessees or events who abide by CCPR contractual rules,
- Lessees or events who leave facilities in a manner acceptable to CCPR,
- Lessees or events who make payments due to CCPR by due dates,
- Lessees or events who are returned all refundable deposits.
- Lessees in this standing will be assessed a refundable security deposit at the standard amount.

The CCPR director may at any time deny facility usage, regardless of an event's classification within this system, which conflict with a facility's intended use, conflict with other events or activities held at the same park, have become too large for park facilities, have previously caused severe facility or natural resource damage, violated the law, or failed to remit fees owed to CCPR within 90 days of the end of the event.

Probationary or poor standing status is not exclusive to a specific event and may be assigned to a lessee who hosts multiple events throughout a season (May to October). For example, if a lessee is put on probationary status after an event, the next event hosted by the same lessee will incur probationary or poor standing facility fees and deposits or may be denied facility usage by the CCPR director.

APPLICATION & EVENT PROCEDURES

1. Special Event Applications and Event Management Plans shall be submitted to the Coconino County Parks & Recreation Department (CCPR) in-person, by mail or via fax.
2. Event Applications will be processed and event dates reserved by CCPR. Applications will not be considered if they are incomplete or are submitted without an Event Management Plan.
3. Applicants shall submit, with the Event Application, an Event Management Plan that includes a detailed illustration of the event area indicating the location(s) of equipment and activities for proper evaluation of the request. The event contract will not be issued and the event date will not be confirmed until an Event Management Plan, along with the application, is received and evaluated by CCPR. Event Management Plans submitted with insufficient detail will not be accepted. Submit illustrations on a CCPR Event Management Plan Form or a blank 8.5" X 11" sheet of paper.
4. Events being proposed on County trails must include a separate Race Management Plan indicating the proposed race route. See CCPR's Trails Rules & Policies for additional information.
5. After receipt of a completed Special Event Application and Event Management Plan, the event will be placed on the events calendar on a tentative status for the proposed dates and facilities. Events will be considered confirmed on the events calendar when facility rental fees and deposits have been paid as per the Facility Rental Contract.
6. The deadline for submitting Event Applications is 60 days for level 1 events; 45 days for level 2 events; and 45 days for level 3 events prior to requested event date(s). No event

dates will be issued with less than a 60-day application lead time at level 1; 45 day at level 2; and 45 day at level 3 without prior approval of the CCPR Director.

7. After applications have been reviewed and approved a Facilities Rental Contracts will be prepared and issued. Events are not considered confirmed until a contract has been signed and fees and deposits received by CCPR. Until the event is confirmed, requested facilities may be rented to other applicants. Lessees shall not promote events held at CCPR owned facilities without being in receipt of a signed and binding contract.
8. Facility Rental Fees and deposits are due no later than 30 days after receipt of contract. If fees and deposits are not paid within the 30 days, contract shall be canceled. Note that fees and deposits will not be accepted prior to issuance of Facility Rental Contract.
9. Special Event Liquor Licenses, Coconino County Sheriff's Office Off-duty Officer Request Form (see Safety & Security and Alcoholic Beverages Sections for details), electrical needs request, and proof of insurance are due 30 days prior to the first day of the event.
10. If lessee anticipates CCPR staffing needs for arena preparations, electrical set-up and dismantling, etc. an estimated schedule is due no later than two weeks prior to event. Staffing needs not scheduled in advance will be charged a higher labor charge as noted on the current Fee Schedule for Facility Rentals. Equestrian events must include an estimated watering and harrowing schedule for each day of the event.
11. A pre-event walkthrough is required no later than two weeks prior to the event. CCPR does not guarantee desired facility preparations without having met with lessee a minimum of two weeks prior to event. Preparation work not previously scheduled shall incur CCPR staff charges at the higher labor rates (see Fee Schedule for Facility Rentals.)
12. A second pre-event walk through is required just before the lessee begins move-in to verify current condition of facilities. Walkthroughs are scheduled with the Special Events Coordinator and must be conducted before 2:30 p.m., Monday through Friday.
13. Daily move-in charges begin at the time event equipment (including event-related animals) arrive at the event site and/or personnel are on-site in preparation for the event. Move-out charges are incurred until all event equipment (including event-related animals) has been removed and facilities have been returned in compliance with CCPR standards.
14. A post-event walkthrough is required prior to the lessee vacating the facility.
15. Upon successful completion of post-event walkthrough and payment of all event charges due to CCPR, lessee shall receive security deposit refund.
16. An event day is defined as a day when event participants and/or spectators are engaged in activity at rented facilities. Activities may include but are not limited to: event trials; practices; warm-ups; concessions or merchandise sales; entertainment; admissions collection; or lessee receipt of revenue.
17. Post-event lessee charges are due 30 days after receipt of CCPR invoice.

FACILITY AVAILABILITY

First-time Events

1. A first-time event is an event that has never occurred at a CCPR owned facility or an event that has lapsed from occurring at a CCPR-owned facility for one year or more. Events under this definition will be subject to "Probationary" status and associated fees. A lapsed event or event producer which was previously assigned a "Probationary" or "Poor Standing" status will be charged "Probationary" or "Poor Standing" premium facility rental fees and deposits. Annual events in "Good Standing" will be given first right of refusal for facilities and dates.
2. Applications for first-time events will be evaluated based on the Lessee Events Criteria and Priority Rating and follow the process outlined in the above paragraph, "Application & Event Procedures".

3. Applications from first time lessees will be reviewed by the Coconino County Sheriff's Office.

Annual Events

1. An annual event is an event that occurs each year at the same time of year (i.e., the third weekend of June.) If an organization has established an annual event at CCPR facilities and consistently rates in "Good Standing", that organization will be given first preference to schedule that date for the following year unless changes in facility condition, changes in the market for recreational events in the greater Flagstaff area, changes in emphasis for CCPR's events programs, or other factors make exercise of this preference undesirable for the county.
2. Applications for annual events will be evaluated based on the Lessee Events Criteria and Priority Rating and follow the process outlined in the above paragraph, "Application & Event Procedures".
3. If a current lessee does not submit an Event Application for the following year by October 31 that lessee's date becomes open and available for reservation.

APPLICATION EVALUATIONS & CONSIDERATIONS

1. After evaluation of previously held events and the most recent application submittal, CCPR may decline a newly proposed event or an annual event even if it is in good standing, for reasons that include but are not limited to:
 - a. The event has caused safety concerns in the requested facility and/or has become damaging to the park's facilities and/or natural resources. Such situation may be created by the growth of the event, by changes in the conduct of the event, or by deterioration of the physical facility or the park resource base.
 - b. The event can no longer be adequately supervised or supported by CCPR staff. CCPR staff are responsible for ensuring the protection of park resources and the safety of event participants and park users. Such situation may be created by the growth of the event, by changes in the conduct of the event, or by reductions or reassignments of CCPR staff.
 - c. CCPR's inability to recover direct and indirect costs associated with servicing the event. Such a situation may be created if an event has established a history of financial loss for CCPR, if the proposed changes in the event make such loss likely or financial projections for new events indicate a loss to CCPR.
 - d. Prior history of the event or applicant.
 - e. The event's negative effect upon the recreation experiences of casual park users, ~~and~~ attendees of CCPR-sponsored events, and attendees of other contracted lessee events.
 - f. The effect of construction occurring at Fort Tuthill County Park upon the event.
 - g. Lack of availability of facility/facilities on requested date(s).
 - h. Accordance between requested facility use and the facility's intended purpose. Ability of the facility to safely accommodate the event without experiencing physical or natural resource damage.
 - i. Nature of event. In the event of multiple rental requests on the same or adjacent dates, preference will be given to events which showcase local arts and culture; support the efforts of Coconino County non-profits, businesses, and residents; encourage participation by local residents; and provide educational value.
 - j. As of November 2007, two Level 1 events shall not be simultaneously scheduled within CCPR-owned property. Existing events are exempt.

Lessees will be notified by November 30 whether their events will tentatively be placed on the events calendar for the following year. Lessees will have ten business days to request reconsideration by the CCPR director. The director's decision will be final.

LESSEE FEES AND DEPOSITS POLICIES

1. User fees and deposits shall be determined as per the current Fee Schedule and required as stated in the policies.
2. Security deposits will be determined as follows: Lessees in "Good Standing" will be required to pay the current stated security amounts; "Probationary" lessees will be required to pay 150% of the stated security deposits; Lessees in "Poor Standing" will be required to pay 200%.
3. All fees and deposits for contracted events will be due no later than 30 days after receipt of contract, and may be paid by cash, check, money order, or credit card. If fees and deposits are not received within 30 days, contract shall be cancelled.
4. If approved in advance by the CCPR director, fees and deposits may be paid less than 30 days prior to event and must be paid in cash, money order, or credit card and received no later than two (2) weeks prior to event date(s). If fees and deposits are not received within two (2) weeks, contract shall be cancelled.
5. **All fees, security deposits, and key deposit checks will be cashed upon receipt.** Refundable deposit amounts will be issued when all contractual terms have been met and post-event billings deducted.
6. Deposit refund balances will be issued to lessee no later than 30 days after all contract terms are met by the lessee.
7. Lessee shall provide CCPR with a projected schedule of needed event services (i.e. bleacher relocations, electrical set-up.) "Non-scheduled" CCPR services will be charged a higher hourly staff rate and "advance-scheduled" (no later than two-weeks prior to first day of event) CCPR services a lower hour staff rate as posted on the Fee Schedule for Facility Rentals.
8. Lessee shall be charged for all services and equipment rental as posted on the Fee Schedule for Facility Rentals.
9. Event fee percentages will be assessed on either the total fees collected for spectator admissions; event participant entries; or event participant registrations; based upon the following criteria:
 - **Events with spectator admissions and no participant entry or registration fees** – percentage payable to CCPR will be assessed on total admission fees collected by the lessee. CCPR may require the use of a third-party ticketing agency for pre-sale and on-site ticket sales. In such instance, CCPR will receive ticketing revenues from the third-party, deduct fees due to CCPR, and transmit remaining revenues to the lessee.
 - **Events with participant entry or registration fees and no spectator admissions** – percentage payable to CCPR will be assessed on the total, after deducting cash prize awards only, of entry or registration fees collected by the lessee or others acting in cooperation with or on behalf of the lessee.
 - **Events with both spectator admissions and participant entry or registration fees** – percentage payable to CCPR will be assessed upon whichever fee produces the larger aggregate amount as determined by the CCPR Director. CCPR may require the use of a third-party ticketing agency for pre-sale and on-site ticket sales. In such instance, CCPR will receive ticketing revenues from the third-party, deduct fees due to CCPR, and transmit remaining revenues to the lessee.

CANCELLATIONS AND REFUNDS

1. Written cancellation notice for any reserved facilities must be received by CCPR at least thirty (30) days in advance of the event start date for a full refund of deposits and fees. Cancellations after that time will result in forfeiture of deposits and fees.
2. Lessees may decide up to twenty-four (24) hours prior to use to request a postponement of the event due to weather, and reschedule for another available date during the same season at no additional charge. CCPR is not obligated to provide an acceptable date to lessees postponing their event.

RESPONSIBILITIES OF ALL LESSEES

Garbage

1. All litter and trash must be placed in trash receptacles.
2. Garbage cans will be provided with one garbage bag in each when lessee takes possession of facility.
3. Lessees are required to rent dumpsters of adequate size for the anticipated number of event attendees and empty/maintain garbage cans throughout events.
4. Lessees are required to provide additional garbage bags as needed, and may purchase these bags from CCPR if necessary.
5. Lessees are required to clean facilities to the satisfaction of CCPR during and following an event.
6. Lessees may request CCPR staff to provide post-event clean-up services, and must request these services at least two weeks in advance of the event start date. Hourly rates for this service will be charged per the current Fee Schedule. CCPR may elect to contract outside labor for event clean-up and direct the bill for these services and any associated costs to the lessee.
7. Lessees are responsible for proper disposal of hay and manure associated with attendee animals and event-related animals.

Restrooms

1. Lessees are required to rent portable restrooms if CCPR facilities cannot handle number of attendees.
2. If on-site restrooms are leased, lessee must monitor and clean restrooms throughout the event. If restrooms are not adequately monitored and cleaned during an event, CCPR reserves the right to close restrooms to the public and assess the \$75.00 per hour cleaning as stated in the Fee Schedule for Facility Rentals.
3. If lessee utilizes portable restrooms rented by CCPR, the lessee will be responsible for the cost of additional servicing.
4. Below are required quantities of portable restrooms, based on event attendance and number of hours per event/day. If on-site restrooms are leased, the number of portable restrooms required may be reduced by six:

<u>Number of Attendees</u>	<u>Number of Hours per Event/Day</u>	<u>ADA-Accessible Restrooms</u>	<u>Total Restrooms</u>
100	1-5	1	1
	5-10	1	2
250	1-5	1	2
	5-10	1	3
500	1-5	1	5
	5-10	2	6

1,000	1-5	4	10
	5-10	5	12
2,000	1-5	6	20
	5-10	7	24

Safety and Security

1. Lessee must provide first aid and emergency medical coverage for all events as follows:

PUBLIC ATTENDANCE	# OF FIRST AID STAFF	# OF FIRST AID STATIONS
200 – 1,000	1	1
1,001 – 10,000	2	1
10,001 – 14,000	4	2
14,000 +	4	2 + standby ambulance

A First Aid Station is defined as a signed first aid area that is staffed throughout the entirety of an event with at least one CPR and first aid certified individual with appropriate equipment and supplies. The station must have capability of calling "911" in case of medical emergency.

2. Lessees must provide security and law enforcement. In consultation with the Coconino County Sheriff's Office, CCPR reserves the right to increase or decrease security and/or certified law enforcement (AZ Peace Officer Standard Training Certification) officer requirements following review of lessee's Special Event Application and Event Management Plan:

TYPE OF ACTIVITY	# OF SECURITY STAFF	# OF LAW ENFORCEMENT OFFICERS
Low-risk activities: the risk is less than average. Low attendance activity (under 200). Food or alcoholic beverages are not sold. Usually a closed group or party without public participation.	One security staff with police communication	Not required
Medium-risk activities: the risk is average. Medium amount of attendance (200 – 1,000) and/or food and non-alcoholic beverages are sold: *Attendance 1-500 *Attendance 501 – 1,000	One security staff with police communication Two security staff with police communication	Not required Not required
High-risk activities: the risk is greater than average. High attendance (>1,000) and/or food and beverages are sold, and/or alcoholic beverages are consumed or sold:	Two per 1,000 expected attendance	Two per 1,000 expected attendance

Roles and Responsibilities for Events Serving or Selling Alcohol:

- **Security staff** monitors gates, checks IDs, and monitors the crowd. Event personnel may be designated as "security staff."
- **Law enforcement officers** ensure public safety by enforcing the law and arresting violators. For law enforcement officers, call the Coconino County Sheriff's Office at (928) 774-4523.
- A copy of the completed County Sheriff's Office **Off-duty Officer Request Form** is required with **Special Events Liquor License** and both are due no later than 30 days prior to the first day of the event.
- See "Alcoholic Beverages" section for lessee's responsibilities and requirements.

2. Lessees must provide crowd control and traffic control. Traffic control on U.S. Highway 89A requires advance approval by the Arizona Department of Transportation, must be performed by a certified law enforcement officer (AZ Peace Officer Standard Training Certification), and may be required by CCPR at the expense of the lessee.
3. Coconino County Parks and Recreation may require the presence of safety and/or security personnel at non-event areas that may be affected by event participants.

Insurance

1. A certificate of insurance is required from lessees for commercial general liability and liquor liability (if applicable). Certificates must name Coconino County as additional-insured, in an amount specified by CCPR and must be in effect for the duration of lessee's occupancy of the facility (including move-in and move-out dates).

2. Minimum insurance limits are:

- \$1,000,000 general aggregate
- \$1,000,000 products – completed operations aggregate
- \$1,000,000 personal and advertising injury
- \$1,000,000 per occurrence
- \$1,000,000 automobile liability (or non-owned automobile liability)
- \$3,000,000 liquor liability insurance (if applicable)
- \$1,000,000 fire damage (any one fire)
- Statutory workers' compensation and \$500,000 liability for each accident

Additional limits may be required after review of Event Application and Event Management Plan.

Event Vendors

1. Lessees must obtain and pay for all permits, licenses and approvals required to conduct events. It is the lessee's responsibility to ensure that vendors are compliant with City, County and state laws.
2. Lessees must purchase vendor permits for their vendors from CCPR. Lessees may purchase a "blanket permit" from CCPR covering all event vendors as posted on the Fee Schedule for Facility Rentals.
3. Lessees are responsible for monitoring vendors' permits, products, and merchandise. All items are subject to approval by Coconino County Parks & Recreation, which may withhold such approval at its sole discretion.
4. Vendors storing food carts, trailers, etc. will be charged the storage fees posted on the Fee Schedule for Facility Rentals.
5. Semi-trucks are not permitted on the Fairgrounds. Approval for loading and unloading locations is required by CCPR.

Decorations and Signage

1. Event signage is required for all special events. Signage location must be included on Event Management Plan and approved by CCPR.
2. Trail events must provide road and trail crossing signs and trail closure and/or "race in progress" notification to all park users.
3. Temporary roadside directional signs must be placed and removed the day of the event.
4. Banners or signs announcing events may be placed at the park no sooner than two weeks before an event, and must be removed during event clean-up/tear-down. CCPR management must approve all signs, quantity and placement of signs.
5. Nailing anything to walls, trees, or any other structure is prohibited.
6. Coconino County's sign ordinance applies.

Alcoholic Beverages

1. The give-away or sampling of alcoholic beverages shall be permitted only with the approval of CCPR after applicable liquor licenses are procured and requirements are met.
2. Events may sell alcoholic beverages through special event liquor permits and must pay a percentage of gross revenue, as outlined in the current Fee Schedule, to CCPR within 30 days of event.
3. Lessees who choose to offer alcoholic beverages to the general public at their event shall:
 - i. obtain a Series 15 Special Event License from the Arizona Department of Liquor Licenses and Control – due 30 days prior to first day of event;
 - ii. provide \$3,000,000 liquor liability insurance, naming Coconino County as additional-insured;
 - iii. supply two uniformed law enforcement officers (AZ Peace Officer Standard Training-certified) and two uniformed security staff for every 1,000 expected attendees;
 - iv. submit a Sheriff's Office Off-duty Officer Request Form (obtained at Sheriff's Office) – due 30 days prior to first day of event.
 - v. comply with all Coconino County Department of Health Services guidelines and permit requirements; and
 - vi. submit an accurate and detailed alcohol sales report to CCPR along with payment, as outlined in the current Fee Schedule within thirty (30) days of the completion of the event.
4. Lessees who choose to offer alcoholic beverages at their event shall contact the Coconino County Sheriff's Office and Arizona Department of Liquor Licenses and Control at least two (2) months prior to events to discuss Event Management Plans and safety precautions.
5. CCPR may elect to sell tickets for beverage redemption from lessee or lessee's concessionaire. If CCPR makes this election, lessee or lessee's concessionaires will sell beverages only for CCPR tickets and not accept cash.
6. Private events offering alcoholic beverages at their event are not required to obtain a Special Event Liquor License.

Smoking and Campfires

1. Coconino County has a no smoking ordinance for public buildings, event seating areas, and service lines.
2. Campfires are permitted only in approved fire rings except when prohibited due to high fire danger conditions. Fires must be a minimum of fifty (50) feet away from structures.
3. Lessees are responsible for imparting and ensuring all smoking, campfire and, when appropriate, fire restriction rules are known to event participants, spectators and attendees.

Weapons

1. Weapons are prohibited except when they are an integral part of an approved event and used in accordance with the terms of the contract and applicable law.
2. The use of projectile propelling devices and launching rockets is prohibited throughout County Parks. Archery activities are permitted at the archery range only.

Amplified Sound

1. Events with loud entertainment must conclude activities by 10:00 p.m. Requests to extend such events beyond 10:00 p.m. must be approved in advance by CCPR.
2. CCPR reserves the right to determine allowable sound levels.
3. Lessees are responsible for informing Luke Air Force Base Recreation (928-774-8893) of their intent to have amplified music beyond 6 p.m. Notification shall occur no later than 30 days prior to event and proof of notification must be submitted to CCPR no later than 30 days prior to event. Proof of notification shall consist of a copy of the letter outlining event dates and times submitted to Luke Air Force Base Recreation, HC 39 Box 5, Flagstaff, AZ 86001.

Parking & Traffic Control

1. Parking fees shall be set by CCPR.
2. Traffic and parking control may be required at the sole discretion of CCPR. CCPR has sole authority to appoint traffic and parking control personnel and/or a parking management firm.
3. Event parking must occur in areas designated by CCPR.
4. CCPR may choose to charge and collect parking fees for the entire Fort Tuthill County Park during events held at the amphitheater, the County Fair and Horse Races. Parking fee collection points shall be located at all access points to the park. Lessees wishing to hold events concurrent with amphitheater and County-sponsored events shall be subject to parking fees.
5. Revenue from parking shall be retained by CCPR, parking control personnel or parking management firm as specified by CCPR.
6. Lessees may be required to contract for mass transit (i.e. bus service) as a means of reducing the amount of traffic into the park.

Trails

1. Events utilizing or crossing park trails must follow all County Park Trail Rules and Policies. A detailed route on the Event Management Plan must be submitted along with application.

PRE-EVENT

1. Hourly costs for CCPR staff and equipment rental fees as outlined in the Fee Schedule for Facility Rentals are the responsibility of the lessee.
2. Event set-up is the responsibility of lessee.
3. Daily move-in charges begin at the time event equipment (including event related animals) arrives at the event site or personnel are on-site in preparation for the event. Move-out charges are incurred until all event equipment (including event related animals) has been removed and facilities have been returned in compliance with CCPR standards.

4. Lessees must provide written verification of required licenses, insurance, security, first aid, and amplified sound notification to Luke AFB Recreation, dumpster and portable restroom services.
5. Arenas will be ready for equestrian use on the first paid rental day, at the agreed upon, pre-scheduled time. Arena rental fees include one daily harrow and water. Move-in days do not include complimentary daily harrow and water.
6. Lessees requiring additional electric service must contact CCPR prior to event. Such services will be billed according to the current Fee Schedule.
7. Relocation of benches and garbage cans is the responsibility of the lessees.
8. Relocation of bleachers and picnic tables (when available) is the responsibility of CCPR and must be requested by lessees when submitting Event Management Plan. Such services will be billed according to the current Fee Schedule.
9. Events will not be permitted to proceed unless lessee attends pre-event walk-throughs with CCPR staff a minimum of two weeks prior to event and just prior to set-up. Event layout, set-up responsibilities, and schedules will be reviewed and finalized at the walk-through two weeks prior to event.
10. CCPR does not guarantee desired facility preparations without having met with lessee a minimum of two weeks prior to event. Preparation work not previously scheduled shall incur CCPR staff charges at the higher labor rates (see Fee Schedule for Facility Rentals.)

DURING EVENT

1. Lessees shall confine use of the facilities to that area under contract.
2. Renters or designees must be present during all hours of scheduled event.
3. Lessees are responsible for damage to facilities due to lessee's and event attendees' use of facilities and are responsible for repair of damages to the satisfaction of CCPR. Lessees are responsible for damages to adjacent facilities if damages were caused by lessees' attendees. When applicable, adjacent facilities will be included in the pre- and post-event walkthroughs.
4. Lessees may not modify facilities or signs without prior approval from CCPR. Approved modifications must be done by or under the supervision of park staff and paid for by lessees.
5. Services requested by lessees that require CCPR to rent equipment will be charged to lessees at full cost incurred plus 20%.
6. Lessees shall report all accidents and/or injuries immediately to CCPR.
7. Lessees agree to abide by building capacity limits and parking limits.
8. Lessees shall comply with fire safety regulations.
9. Lessee using park phone lines must provide phones and cords and will be billed for phone line access and for long distance charges.
10. Lessee shall ensure that event entertainers refrain from the use of profanity or objectionable behavior. CCPR will monitor event, has final authority over activities at events, and may shut events down if objectionable behavior exists.
11. Lessees are responsible for the behavior of their members and guests. Failure to follow rules may result in eviction or removal from the park.
12. Lessees agree to obey and require their attendees, vendors, contractors, and staff to obey all Coconino County rules, regulations, policies, and procedures, as well as all laws of the State of Arizona.
13. It is lessees' responsibility to impart and ensure all park and special event rules are known to event participants, spectators and attendees.
14. Nothing in these rules and policies shall prevent CCPR from making changes to events as necessary.

POST-EVENT

1. Clean up shall be completed by 8:00 a.m. the day following the last day of rental period. When facilities are not rented by others the day following an event, clean up may be extended to 5:00 p.m. with advance approval from CCPR and subject to additional move-out daily rental fees. (See the "Facility Rental" fee schedule for the corresponding move-out fee for your venue.)
2. If CCPR is required to clean up after an event and arrangements were not made in advance, the hourly cleaning fee posted on the Fee Schedule for Facility Rentals will apply and the total cost to clean the facility will be deducted from lessee's security deposit. CCPR may elect to contract outside labor for event clean-up and direct the bill to lessee for payment.
3. Security deposits may be retained if not all conditions of the contract are met.
4. Lessees paying CCPR a percentage of admissions/entry fees/registration fees must submit a detailed report of ticket sales/entries/registration to CCPR along with payment within thirty (30) days of completion of event.

EQUESTRIAN EVENTS

1. Trailers and vehicles must be parked a minimum of twenty (20) feet away from all barns. In order to alleviate congestion and provide for smooth traffic flow at the stables, a designated parking area for vehicles and trailers may be assigned by the Stable Manager or the CCPR Events Coordinator during times of high use.
2. No stalls shall be used for any purpose other than for housing horses, livestock, tack or feed.
3. Stalls used as tack rooms or for feed storage shall be charged at the regular stall fee. No tack rooms or feed storage stalls are permitted when all stalls are needed for horses.
4. Horses may not be tied to trees, fencing, buildings or trailers. All horses within stables area must be stalled.
5. Temporary stalls or corrals are not permitted in the stable area.
6. Only one horse will be allowed in each stall or pen (except for mare with foal).
7. Priority for stall rental will be given to events, with the exception of one barn, which is reserved throughout the summer for the use by racehorses.
8. Lessees will be charged for all stalls reserved. Lessee may reduce number of stall reservations no later than two weeks prior to first day of event without penalty. After this time and based on availability, additional stalls may be rented at current stall rental rates.
9. Stalls rental fees will be charged starting on pre-bedding days.
10. Event lessees are responsible for imparting and ensuring all park, special event and stable rules are known to event participants, spectators and attendees.
11. Event lessees are responsible for ensuring all manure, hay, and trash is properly disposed of during and after the event.
12. Camping in the stable area is permitted for those caring for a stabled animal. Fees will be charged as per the current Fort Tuthill County Park Fee Schedule and all camping rules apply.
13. Shavings are preferred bedding and may be purchased at Stable Office. Shavings may not be sold by any other concession within Fort Tuthill County Park facilities unless contracted through CCPR management. With prior CCPR approval, lessees may sell shavings and be subject to pay CCPR 15% gross of earned revenue.
14. Removal and disposal of dead animals is the responsibility of the owner. Notification and cause of death must be provided to Stable Manager. If cause of death is not immediately apparent, a licensed veterinarian must be obtained at the expense of the owner of the animal to determine if death was infectious in nature and if notification

must be provided to the State Veterinarian. The owner of the deceased animal will be liable for any costs associated with disinfecting the stall area.

15. Electricity is not available in stalls. Electric is available for grooming purposes only and an electrical key is available for check-out with the Stable Manager. Fees apply.

STAFFING

1. CCPR will provide supervisory staff between the hours of 8 a.m. and 5 p.m. at no charge to the lessee.
2. Given the nature of the event and the expected attendance CCPR will determine when and if supervisory staff is required after 5 p.m. If CCPR determines that event supervision is required, the lessee will be charged for the number of hours worked by CCPR staff after 5 p.m. as posted on the Fee Schedule for Rental Facilities.
3. Lessees requesting event support services that require CCPR staff assistance after 5 p.m. will be charged for the hours staff is on-site and the services provided as posted on the Fee Schedule for Rental Facilities.
4. Upon CCPR's sole discretion and approval, lessees may utilize non-CCPR equipment and staff for the purpose of harrowing arenas. Equipment operators must be pre-approved by CCPR staff and be in possession of appropriate licenses and insurance coverage. If lessees opt to use their own resources, they will be responsible for the cost of repairing all damages to facilities including the arena surface. Please note the rate for CCPR staff to do any repairs for damages will be \$75.00 per hour. Upon sole discretion of CCPR staff, a Performance Bond may be required. The dollar amount required will be based on the nature and scope of the event.

EVENT FACILITIES

1. CCPR does not maintain dust control on park dirt roads. A lessee may pay for dust control at the staff and water fees posted on the Fee Schedule for Facility Rentals.
2. The lessee will be charged for the staff time required to configure facilities differently than the established standard set for each facility.
3. When possible, CCPR provides a complimentary set of furnishings at each facility. Based upon availability, CCPR will maintain a minimum set of furnishings for each facility but is not obligated to provide those if CCPR has the ability to rent them to other lessees or is using furnishings for CCPR-sponsored events.

Failure to Comply

1. Failure to abide by or violations of rules and policies may result in termination/cancellation of event or rental contract, eviction from the premises and loss of future rental privileges.